

JOB DESCRIPTION

DIRECTOR OF STUDENT SERVICES

SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: District Superintendent

SUPERVISES: Leads, supervises, and evaluates student services staff, including special education, psychologists, social workers, and related support staff. Co-supervises, with building principals, those special education and student services staff assigned to specific buildings.

QUALIFICATIONS:

1. Certified under Wisconsin DPI requirements as a Director of Special Education/Pupil Services, License 80.
2. A Master's degree or higher with preparation in the education of exceptional educational needs children – administration, supervision of instruction, school psychology.
3. A minimum of five years experience in public education.
4. Previous Administrative/Supervisory experience in special education and/or student services desirable.
5. Such alternatives to the above which the Board may find acceptable.

GOALS:

1. To serve the school district in the role of directing special education support services programming.
2. To coordinate functions of the Director involves fostering appropriate relations between the student services workers, school personnel, students, and parent and community and monitors District compliance with IDEA requirements.

DUTIES AND RESPONSIBILITIES:

1. Provides leadership and direction and interprets the objectives and programs of special education services to the board, the administration, the staff, and the public.
2. In cooperation with building principals, coordinates all special education services programs in the district. Keeps building principals informed of all special education matters.
3. Supervises special education and provides leadership and training for other related personnel including:
 - a. Occupational and Physical Therapists
 - b. All Special Education Staff
 - c. School Psychologist
4. Assists/leads IEP meetings when available. Monitors development and implementation of Individual Education Plans (IEPs).
5. Assists the principals and counselors to assure the school district's testing policies and procedures are in place.
6. Establishes and supervises procedures related to programming and placement of all special education students.
7. Establishes liaisons between special education services, pupils, and other agencies concerned with the welfare of children.
8. Manages all special education programs, including occupational and physical therapy, LEA plan and flow through entitlement application.
9. Prepares all required local, state, and federal reports relative to students with disabilities and other student services programs.
10. Monitors caseloads. Creates new programs under the direction of the superintendent and applies, in cooperation with the finance director, for state and federal monies as deemed appropriate.
11. Keeps current regarding law changes and federal and state standards. Attend meetings, workshops, in-services, etc., as they relate to the administration of special education services programs and the supervision of staff.
12. Plans for and coordinates transition planning for Special Education students at all levels, as appropriate.
13. Works cooperatively with Building Principals to develop and implement professional growth and development opportunities for special education and regular school personnel.

14. Supervises the maintenance of district behavioral records.
15. Coordinates special education homebound/hospital-bound instruction.
16. Assists in the coordination of special transportation for students.
17. Supervises the screening and referral of suspected special education children including three to five year old preschoolers and transfer students.
18. Serves as a member of the administrative team.
19. Assists in the recruitment, selection, and hiring of any special education/student services personnel.
20. Cooperatively supervises and evaluates teacher and support staff performance and program suitability.
21. Performs such other tasks and assumes responsibilities as from time to time are assigned by the Superintendent.

EVALUATION: Performance will be evaluated by the District Administrator.

Approved by the Board of Education May 8, 2023.